



## UNITED STATES DISTRICT COURT DISTRICT OF OREGON

### ELECTRONIC CASE FILING SYSTEM ATTORNEY/PARTICIPANT REGISTRATION FORM

This form must be used to register for an account on the Court's Case Management/Electronic Case File (CM/ECF) system. By submitting this registration form, the undersigned agrees to abide by the requirements stated herein. The following information is required for registration.

First/Middle/Last Name: \_\_\_\_\_

OSB ID # (or case name &  
number if admitted Pro Hac  
Vice) \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Voice Telephone Number: \_\_\_\_\_

Fax Phone Number: \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

Attorneys will have privileges to electronically file court documents, view official docket sheets and documents associated with cases, and query various case reports for cases on the CM/ECF system. The CM/ECF System follows and must be used in conjunction with the Federal Rules of Civil Procedure, the Local Rules of Civil Practice, and the administrative orders and policies of the United States District court for the District of Oregon.

In order to file documents electronically, CM/ECF participants will need the following:

- a personal computer, a Pentium PC is recommended, running a standard platform such as Windows 95, Windows NT, or Macintosh
- Adobe Acrobat Reader/Writer 3.0 or higher software to convert documents from a

- word processor format to a portable document format (PDF)
- Macintosh or Windows-based word processor
- Netscape Navigator software version 4.7 or higher
- Internet provider using Point to Point Protocol (PPP)
- Electronic (e-mail) access
- Access to a scanner if non-computerized documents need to be imaged. (Note that native word processor documents are superior to scanned documents, and that large scanned documents produce unworkably bulky files.
- A PACER Service account. The Judicial Conference of the United States has recently approved a schedule of fees to be charged for selected electronic records access requests by users of the CM/ECF system. This requires a PACER account in addition to the CM/ECF registration requirements imposed by LR 83.3(e). Contact the PACER Service Center at <http://pacer.psc.uscourts.gov> or call the Pacer Service Center at 1(800)676-6856 or (210)301-6440. See the courts' website at [www.ord.uscourts.gov](http://www.ord.uscourts.gov) for additional information about this requirement.

The use of a participant's login and password constitute that participant's *signature* pursuant to Fed.R.Cv.P. 11 on all submissions made to the system. Submissions must also conform with LR 11.1 and the signature line must appear as: /s/ **Jane Doe**. Participants attest that the paper version of an electronically filed document(s) is an exact printed version and that no changes, alterations or other modifications have been made with the sole exception that the paper version will contain original signatures.

Participant's must take appropriate steps to protect their login and passwords. If the login and passwords become compromised, the court must be immediately notified.

Registration constitutes a participant's consent to service by electronic means as substitute for service pursuant to Fed.R.Civ.P. 5 and LR 5.

Please return this form to:

**Clerk, US District Court  
1000 SW Third Avenue, Suite 740  
Portland, OR 97204-2902  
Attention: CM/ECF Registration**

Date: \_\_\_\_\_

Applicant's Signature